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Indiana Family and Social Services Administration's Division of Mental Health & Addiction  
In Partnership with the Department of Child Services  
*Home and Community-Based Options for Youth and Families*

## **Policy: High Fidelity Wraparound Access Site Policy**

### ***The purpose of a High Fidelity Wraparound Access Site***

A High Fidelity Wraparound Access Site is considered the single point of entry to explore a youth's eligibility for state and federally-funded home and community-based services, such as High Fidelity Wraparound, as an alternative to Psychiatric Residential Treatment Facility/State Operated Facility levels of care. The Access Site serves a geographical area defined by the local System of Care (SOC). The Access Site also provides the following functions for the local SOC area it serves.

1. Performs outreach, education, application-processing to communities and families regarding High Fidelity Wraparound.
2. Provides referral to and resources for interim supports to applicants, as well as applicants not meeting eligibility criteria.
3. Reports outcomes data on a regular basis as determined by the local SOC Governance, DMHA, and DCS.

Access sites are authorized by the Division of Mental Health and Addiction (DMHA) in cooperation with local Systems of Care (SOCs) for a period of three (3) years from the date of authorization. DMHA will authorize one (1) Access Site per SOC area/region, endorsed by the local SOC the governance board. Based on community need, DMHA may authorize additional Access Sites.

### ***High Fidelity Wraparound Access Site Application Process***

To become an Access Site, an entity must submit an application in the form of a HFW Access Plan\* to the local System of Care governance council. The Local SOC will review all submitted Access Site Plans and make a recommendation as to which entity to endorse. The local SOC will supply the recommended Access Site with a letter of endorsement addressed to the Division of Mental Health and Addiction which must include:

1. A statement of the governance council's support of the entity as the Access Site



2. A list of counties to be served by the Access Site
3. Demonstration that the local SOC's governance council membership includes, at a minimum, representation from the following groups:
  - a. Youth and family
  - b. Mental health
  - c. Child welfare
  - d. Juvenile Justice
  - e. Education
4. Individual endorsement by the governance council members as indicated by the following
  - a. Printed name
  - b. Signature
  - c. Title and organization (if applicable)
  - d. Indication of the group represented
  - e. Assurance that the SOC member serves the county/counties listed in the capacity indicated

#### ***DMHA Authorization of the High Fidelity Wraparound Access Site***

DMHA will review submitted materials and may request additional information or assurances prior to authorization/denial. The final determination will be communicated to the endorsed HFW Access site with a signed letter on FSSA letterhead. In areas without a SOC, or whose governance council does not include the required representation, DMHA will designate an entity to be the HFW Access Site.

#### ***High Fidelity Wraparound Access Site Responsibilities and Expectations***

The High Fidelity Wraparound Access Site is responsible to work collaboratively with the local System of Care to ensure youth and families have access to High Fidelity Wraparound services and supports.

The Access Site will provide the local SOC with the following on a regularly scheduled basis:

1. High Fidelity Wraparound data monitoring and outcomes reporting
  - a. Number of applicants
  - b. Referral source
  - c. Number eligible for High Fidelity Wraparound
    - i. Enrolled in CMHW
    - ii. Enrolled in CMHI
    - iii. Reasons given by those found eligible who did not enroll and their disposition
  - d. For those ineligible

- i. Reason for denial
  - ii. Alternative supports and services to which the family was linked
- 2. Updates related to outreach and education activities as outlined in the approved High Fidelity Wraparound Access Site Plan
- 3. Attendance and active participation in local SOC meetings

The Access Site must notify Department of Child Services, the Local SOC, and the Division of Mental Health and Addiction regarding any Access Site contact changes within three (3) business days of the knowledge of the change.

### **Ongoing Authorization and High Fidelity Wraparound Access Site Changes**

1. ***Reauthorization of the same High Fidelity Wraparound Access Site***
  - a. Ninety-days prior to the expiration of the current authorization period, the authorized HFW Access Site will submit a plan for reauthorization\* to the local SOC.
  - b. The local SOC will review and submit their letter of recommendation to DMHA in no less than thirty-days prior to the expiration of the current authorization period.
2. ***High Fidelity Wraparound Access Site Voluntary Withdrawal:*** Should an authorized entity determine it is no longer able to function as the HFW Access Site for a local SOC, the entity shall
  - a. Provide a written thirty-day withdrawal notice to the local SOC and DMHA
  - b. Continue to function as the HFW Access Site until a new entity is authorized.
3. ***High Fidelity Wraparound Access Site Revocation of Authorization:***
  - a. If an authorized HFW Access Site is determined by DMHA and/or the local SOC to be not functioning, authorization will be revoked. Reasons for revocation include, but are not limited to
    - i. Lack of adherence to the Access Site Policy
    - ii. Lack of demonstrated ability to meet the needs of youth and families in the community
  - b. If concerns are identified by a stakeholder and need to be brought to the attention of the Division of Mental Health and Addiction, the stakeholder should submit their concern to [DMHAYouthServices@fssa.in.gov](mailto:DMHAYouthServices@fssa.in.gov), or to the Assistant Deputy Director of Youth Services in DMHA.
    - i. DMHA will work with the current Access Site to review and address substantiated concerns.
    - ii. If those concerns are not able to be successfully resolved, DMHA, DCS, and/or the Local System of Care, which is inclusive of youth and family participation, will begin the process to authorize a new Access Site entity.

\* Access Site Policy Appendix A

